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Tender

## Ongoing Applications

Caerphilly County Borough Council

F02: Contract notice

Notice identifier: 2025/S 000-001090

Procurement identifier (OCID): ocds-h6vhtk-047ddb

Published 13 January 2025, 4:58pm

### Section I: Contracting authority

#### I.1) Name and addresses

Caerphilly County Borough Council

Penallta House

Hengoed

CF82 7PG

#### Contact

Annie Pockett

#### Email

[pockea1@caerphilly.gov.uk](mailto:pockea1@caerphilly.gov.uk)

#### Telephone

+44 1443863352

#### Fax

+44 1443863167

**Country**

United Kingdom

**NUTS code**

UKL16 - Gwent Valleys

**Internet address(es)**

Main address

<https://www.caerphilly.gov.uk>

Buyer's address

[https://www.sell2wales.gov.wales/search/Search\\_AuthProfile.aspx?ID=AA0272](https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA0272)

**I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://supplierlive.proactisp2p.com/Account/Login>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://supplierlive.proactisp2p.com/Account/Login>

**I.4) Type of the contracting authority**

Regional or local authority

**I.5) Main activity**

General public services

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Ongoing Applications

Reference number

DPS1004594 (CCBC/DPS1004337/24/AP)

#### **II.1.2) Main CPV code**

- 80000000 - Education and training services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

Caerphilly County Borough Council ('the Council') has established a Dynamic Purchasing System ('DPS') for training providers that can provide courses, qualifications and accreditations for employees and residents of the borough for a wide variety and range of services. The initial DPS has now been set up and is open for ongoing applications for new providers to join throughout the DPS validity period.

#### **II.1.5) Estimated total value**

Value excluding VAT: £7,000,000

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.2) Additional CPV code(s)**

- 79632000 - Personnel-training services
- 80000000 - Education and training services
- 80500000 - Training services

- 80510000 - Specialist training services
- 80511000 - Staff training services
- 80520000 - Training facilities
- 80521000 - Training programme services
- 80522000 - Training seminars
- 80530000 - Vocational training services
- 80531000 - Industrial and technical training services
- 80531100 - Industrial training services
- 80531200 - Technical training services
- 80532000 - Management training services
- 80533100 - Computer training services
- 80533000 - Computer-user familiarisation and training services
- 80540000 - Environmental training services
- 80550000 - Safety training services
- 80560000 - Health and first-aid training services
- 80561000 - Health training services
- 80562000 - First-aid training services
- 80570000 - Personal development training services
- 80610000 - Training and simulation in security equipment
- 92111100 - Training-film and video-tape production
- 92312212 - Services related to the preparation of training manuals

### **II.2.3) Place of performance**

NUTS codes

- UKL16 - Gwent Valleys

Main site or place of performance

Within the boundaries of Caerphilly County

## II.2.4) Description of the procurement

A wide variety of training requirements are required by the Council to meet its needs to facilitate training, upskilling and learning across the Council (employees) and the Borough (residents).

The Council aims to be able to provide a broad range of individual courses, qualifications and training for employees and residents as required, in addition to planned, bespoke courses/training packages/pathways for groups or individuals. Courses can include technical and vocational qualifications, licences, and courses with a specific focus on growth areas aligning to local labour market needs. Qualifications and courses can range from entry level upwards, accredited to non-accredited courses and general additional learning and training.

The DPS can be utilised by all departments across the Local Authority. However, in particular the Council has developed a robust, single employment support model through the coordinated delivery of Welsh Government's Communities for Work Plus (CfW+) and the UK Government's Shared Prosperity Fund (SPF) People and Skills Pillar (and any other schemes / grants that the Council can potentially receive). As part of this model the Caerphilly Employability Team support our residents (both employed and unemployed) to gain appropriate and relevant qualifications as well as access to courses to enable them to upskill and obtain employment in their chosen route and this DPS will also assist in the Council meeting these objectives.

Training provision will typically be required (but not limited to) for requirements related to the following areas however it should be noted the Council reserves the right to include other services linked to the subject matter of this DPS: -

- Construction.
- Rail.
- Civil & Plant.
- Security.
- Administration.
- Hospitality.
- Care.
- Green Skills.

- HGV/Driving.
- Hair & Beauty.
- General Employment Focused Courses.
- Wellbeing and Mental Health First Aid - Soft Skills.
- Creative & Media.
- Housing & Estates.
- Numeracy and maths courses ranging from entry level – level 2.
- Essential Skills Wales.
- Family Learning courses / qualifications

#### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

The DPS validity period is for an initial period of five (5) years with option to extend for a further five (5) years. The Council reserves the right to shorten or lengthen the validity period as required.

#### **II.2.9) Information about the limits on the number of candidates to be invited**

Envisaged number of candidates: 999

#### **II.2.10) Information about variants**

Variants will be accepted: Yes

### **II.2.11) Information about options**

Options: No

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

Applicants will be required to provide details of certifications, qualifications, accreditations demonstrating their ability to provide the training they are able to provide.

#### **III.1.2) Economic and financial standing**

Selection criteria as stated in the procurement documents

#### **III.1.3) Technical and professional ability**

Selection criteria as stated in the procurement documents

### **III.2) Conditions related to the contract**

#### **III.2.2) Contract performance conditions**

Contract performance requirements will be set out in the further competition and quotation documentation.

#### **III.2.3) Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Restricted procedure

#### **IV.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the setting up of a dynamic purchasing system

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

### **IV.2) Administrative information**

#### **IV.2.1) Previous publication concerning this procedure**

Notice number: [2024/S 000-021907](#)

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

21 December 2029

Local time

12:00pm

#### **IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates**

21 December 2029

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

#### **IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Tender must be valid until: 21 December 2029

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

### **VI.3) Additional information**

Applicants must apply to join this DPS by completing the following process:

1. Log in to the Proactis Supplier Portal at <https://supplierlive.proactisp2p.com/Account/Login>
2. Click the "Sign Up" option on the Portal homepage (If already registered go to point 11.).
3. Enter your correct Organisation Name, Details and Primary Contact Details.
4. Please make a note of the Organisation ID and User Name, then click "Register".
5. You will then receive an email from the system asking you follow a link to activate your account.
6. Please enter the information requested, clicking on the blue arrow to move on to the next stage and follow the instructions ensuring that you enter all applicable details.
7. In the Classification section please ensure that you select the Product Classification Codes (CPV Codes) that appear in the tender notice, it is essential that only CPV Codes, specific to your organisation are added to your profile.
8. Buyer Selection – At this stage you are required to indicate which Buyer Organisations you would like to register with. Please remember to register with Caerphilly this ensures that you will be alerted to all relevant opportunities.
9. Terms & Conditions - Read the terms and conditions of the use of this Supplier Portal

and tick the box to denote you have read and understood the terms and that you agree to abide by them. If you do not agree you cannot complete the registration process. Once you have agreed click on the blue arrow to move on to the next stage.

10. Insert a password for the admin user and repeat it. The password MUST be between 6 and 50 characters in length. It must contain at least 2 number(s). Once completed select 'Complete Registration' and you will

enter the Supplier Home page.

11. From the Home Page, go to the "Opportunities" icon, all current opportunities will be listed. Click on the blue arrow under the field 'Show Me' of the relevant opportunity then click to register your interest on the applicable button.

12. Refresh your screen by clicking on the opportunities icon located on the left hand side, to view the opportunity click the blue arrow.

13. Note the closing date for completion of the relevant project. To find all available documentation please drop down the 'Request Documents' option and click to download all documents.

14. You can now either complete your response or "Decline" this opportunity.

All queries are to be made via the messaging system on the Proactis portal. Please note we will NOT accept any questions/queries via telephone/email.

A supplier guide is available via the portal and this contract notice detailing how to use register on the Proactis Plaza system.

If you require assistance please contact Jemma Ford 01443 863163 - [fordj1@caerphilly.gov.uk](mailto:fordj1@caerphilly.gov.uk) When submitting a tender, an e tendering supplier guide has been produced which will help tenderers through completing a tender submission using our Proactis Plaza system.

NOTE: To register your interest in this notice and obtain any additional information please visit the Sell2Wales Web Site at [https://www.sell2wales.gov.wales/Search/Search\\_Switch.aspx?ID=147302](https://www.sell2wales.gov.wales/Search/Search_Switch.aspx?ID=147302).

Under the terms of this contract the successful supplier(s) will be required to deliver Community Benefits in support of the authority's economic and social objectives. Accordingly, contract performance conditions may relate in particular to social and environmental considerations. The Community Benefits included in this contract are:

Community Benefits and Social Value will be include in specific mini competitions /

quotations.

(WA Ref:147302)

The buyer considers that this contract is suitable for consortia.

#### **VI.4) Procedures for review**

##### **VI.4.1) Review body**

High Court

Royal Courts of Justice, The Strand

London

WC2A 2LL

Telephone

+44 2079477501

Country

United Kingdom